

Blackboards should be of metal to allow placement of exhibits by magnets.

Color should be determined by light intensity in a particular room.

Sliding display boards. These boards should be on tracks in order that displays can be placed on boards prior to class session.

Stand with light for lecture material should be available in classrooms and lecture rooms.

Lighting - indirect, fluorescent, egg-crate type.

Lighting in most recently constructed buildings runs length of room rather than width.

Movie and slide screen should be available in all classrooms.

Hours used - capacity utilization.

Closet with shelves for supplies.

There should be sufficient room for quests or auditors.

Decoration:

Colors:

Use of brown or yellow or green or combination on different walls, depending upon exposure to sun.

Example: Two side walls and rear wall might be pale green and the wall behind the instructor a brown.

Name plate holders on doors.

Sufficient space should be provided in the front of the room to allow for skits.

Interior equipment:

Chairs. Light weight. Curved seat. Storage rack under seat (R Way Co., \$12).

Long rectangular tables serving four or five students.

Darkening for slides or movies:

- (1) venetian blinds
- (2) no windows
- (3) security determinations.

INSTRUCTORS' OFFICES:

Size

Normally 9 x 10 for single occupancy; 15 x 10 for double occupancy.

Desks

Telephone

Lighting

Sound system

Book storage

Closet

Visitors space

GENERAL ASSEMBLY OR LECTURE HALLS:

Should seat 150 if necessary.

Level floor.

Raised stage or platform across front of room for skits or exhibitions.

Full sound equipment.

Movies.

Slides.

Display boards.

Blackboards.

Projection screen.

Shelves.

Facilities for coats and hats.

Stage curtain.

High ceiling to allow showing of films.

Spotlights.

Large doors for access - graphics, maps, display material.

Consideration could be given to fixed theater seats, curved back, covered with padded mohair for comfort and wearing qualities. A folding writing arm can be attached.

GENERAL ADMINISTRATIVE OFFICES:

Layout

Size

Sound equipment

Closets

Shelves

Bookcases

Lighting

Desks

Visitors' space

LIBRARY:

Should be readily accessible to classrooms and student study areas.

Could be one central source library and smaller specialized units in other locations, if desirable.

CORRIDORS:

Easy access to all facilities.

Corridor displays.

Coat and hat racks.

Can be faced with glazed tile; although twice the cost of cinder blocks, no painting is necessary. It is easily cleaned and it reflects light.

LOBBY:

Information desk.

Inter-com.

Telephones.

LOADING DOCKS:

WRITING ROOM:

STUDY ROOMS:

SNACK BAR:

Vending machines

GRAPHICS ROOM:

LANGUAGE SCHOOL BOOTHS:

Headphones.

Is there any need for multi-language translation booths?

Also earphones and language selector.

25X1A

PROJECTION, MOVIES, AND SLIDES: - Sec [REDACTED]

25X1C

[REDACTED] has one projection room which will serve two large lecture halls seating 136 people each. Additional projection equipment on dollies can be rolled along a balcony adjacent to the projection room to serve the five or six additional classrooms.

Tape-recording facilities should be in each room, with plug in hall or out of sight for monitoring when required. Should be able to record any room.

1,000 watt bulbs rather than carbon-arc to reduce heat.

Film cleaning machine.

Fire-fighting facilities.

Screens in lecture halls should be operated from projection booth.

A two-way buzzer system should be provided from each room to the projection room to be used as a signal from the lecturer to the projectionist to change slides or to start or stop moving picture.

There could also be the central signal system from each projectionist's position to the projection booth in order that the main operator will know what projection facilities are in operation.

Film editing.

Film storage.

COMMUNICATIONS SYSTEM:

Central control point for announcements. Central control point could make general announcements (loud speaker in corridor) or talk with specific instructor in any particular room. Instructors should also be able to call central source.

TV CLOSED CIRCUIT:

This may be desirable in a few years for communications between Agency components or other Government establishments if required. (With hung ceiling, location of cable can be readily changed.)

CONSTRUCTION:

Exterior - brick.

Air conditioned - Heat. Reverse cycle. Minimum of maintenance.

Aluminum windows.

Screens (for off-season when air conditioning is off or when students open windows).

Iron rail on stairways (1/4 cost of aluminum).

Concrete steps with steel plates (hard concrete mix, if used with steel plates, will cut down on the maintenance required with asphalt tile).

Sprinkling system.

Walls between classrooms which are non-bearing can be made of cinder block partitions (stacked) and spray painted. This provides greater soundproofing and is less expensive than movable partitions (of course no utilities in walls).

Corridor walls:

Glazed tile (WA-Lite blocks) preferred, although twice the cost of cinder block. The glazed tile will not require painting; it is easily cleaned; and it reflects light. If cinder block is used, 2" thickness can be utilized, which takes nails and screws for fixtures.

Hung ceiling.

Empty conduit in ceiling or walls for future use as a result of technical progress.

Floor plugs for projectors in small rooms.

Sound proofing.

Aluminum perforated walls with baked-on enamel finish appears to be very satisfactory.

Curved arcs of metal suspended from ceiling found very desirable.

Toilets. Extend tile to ceiling. Cheaper in cleaning and maintenance.

Lockers.

MISCELLANEOUS:

Architect

Murphy and Locroft have designed classroom space.

Make provision for planning consultants.

Establish DD/S, DD/I, and DD/P committee.

Get advice of [REDACTED] sound man.

25X1A

Student lounge.

Study rooms.

Safes vs. vaults or secure rooms.

Map cabinets.

Cost

[REDACTED] figures \$18 per sq. ft., including architect's services. \$1 additional per sq. ft. includes air conditioning.